

STATE
OF
GEORGIAApplication for
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISIONPAGE
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1. Application Date 3/12/74		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed MAR 14 1974 74-84 MAR 22 1974	
2. Agency Application No. DHR/DPH/22		3. AGENCY Division, Subdivision & Administering Office Address Dept. of Human Resources Div. of Physical Health Health Improvement Section Adult Health Unit 47 Trinity Avenue, S. W. Atlanta, Georgia 30334		4. Person to Contact Ruth Moody	
				5. Working Title Staff Supervisor	
				6. Tel. No. 656-4891	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1969 - present		9. Exact Series Title RHEUMATIC FEVER MEDICINAL FILES			
10. What is the function of the office in which this record series is created? The Division of Physical Health, headed by the Director, is responsible for the administration, direction and coordination of Physical Health Programs in the State, such as: the establishment of health standards for businesses, housing, field operations, and hospitals throughout the State; the improvement of the physical and dental health of the residents of the State; the diagnosis and control of diseases; the supervision of construction and licensure of health facilities. The Adult Health Unit plans, coordinates and carries out programs whose purpose is to prevent development of chronic diseases and promotes the early detection and treatment of patients with heart diseases, strokes, chronic lung diseases, diabetes, arthritis, as well as other problems of the aged.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to a doctor's prescription recommending that rheumatic fever prophylactic medication be supplied by the State to patients who are financially unable to obtain that medication without such assistance. Included are: form PD 2.2 (Application for Rheumatic Fever Prophylactic Medication) which identifies the patient and physician, indicates the medication required, indicates the inability of the patient to purchase the drugs and requests the Ga. Dept. of Human Resources to provide the patient with drugs at no cost; form PD 2.75 (Renewal Request for Rheumatic Fever Prophylactic Medication) which may indicate the renewal of the medication prescription, change of medication dosage and/or the discontinuance of the prescription.					
SEE CONTINUATION SHEET ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		2	2	1 1	
Legal-size File Drawers				In Office(s) In Storage Area(s)	
				7	
				This Year's Last Year's Preceding Year's All Prior Years'	
				2 1 0 0	
				AVERAGE DAILY REFERENCES	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain.

YES NO

13. Is this the Record Copy of the series? ☒ [x] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [x]
15. Is the information contained in this series ever summarized or published? ☐ [] ☒ [x]
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [x]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [x]
18. Could the function be performed if the files were lost or destroyed? ☒ [x] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [x]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [x]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] ☒ [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ [x]

24. REQUIREMENTS. The following requires the files to be kept 2 years:

- a. ☒ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

SEE CONTINUATION SHEET

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☒ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER _____, then:

- ☒ Hold in the current files area _____ month(s)/ 1 year(s):
- ☒ Transfer to ☒ State Records Center ☐ Local Holding Area; hold 1 year(s):
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☐ Other: (Specify) _____

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>William F. Rees</i>	<i>Mar 13, 74</i>		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Ruth Moody / mi</i>	<i>3/13/74</i>
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Nixon</i>	<i>3-19-74</i>
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hard</i>	<i>3-18-74</i>
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert H. Shell</i>	<i>3-19-74</i>

STATE RECORDS
COMMITTEE